



PART TIME SECURITY GUARD

1st Shift – Monday - Saturday 7a.m. - 5 p.m.; Sunday 8 a.m. - 4 p.m.

2nd Shift – Monday - Saturday 1 p.m. - 11 p.m.; Sunday 4 p.m. - 12 a.m.

3rd Shift – Monday - Saturday 11 p.m. - 7 a.m.; Sunday 12 a.m. - 8 a.m.

DUTIES AND FEATURES OF THE CLASS:

Provides foot and/or vehicle patrols, guards, and polices County premises to protect property and personnel against fire, theft, vandalism, illegal entry, and other hazards. Periodically tours premises; examines doors, windows, and gates to determine that they are secure; observes departing personnel to guard against thefts of property; reports irregularities; sounds alarm; and permits authorized persons to enter property. May examine credentials of persons desiring entrance to restricted areas. Must be willing to work all shifts for 24/7 coverage.

EXAMPLES OF WORK:

- Perform scheduled rounds/patrols (interior and exterior) in accordance with established routes, schedules, and procedures.
- Investigate alarms (smoke, fire, emergency, intrusion/egress, etc.); take effective response actions and report the alarm cause/incident/correction.
- Report potentially hazardous conditions and items in need of repair; turn off unnecessary lights; close/open windows; check safes, locked doors and cabinets; open and secure gates and doors when appropriate.
- Prepare reports on accidents, injuries, fires, smoke, bomb threats, unlawful acts, alarms, hazardous conditions, security incidents/violations, and any unusual incidents as well as routine post/shift reports.
- Responsible for the care and control of radios, keys, and other equipment assigned.
- Promote an overall security and safety awareness throughout your assigned area of responsibility.
- Perform other duties as necessary.

ADA REQUIREMENTS:

The position requires medium work requiring the exertion of up to 20 to 50 pounds of force occasionally and some light work requiring the exertion of up to 10 pounds of force constantly to move objects; work requires reaching, walking, lifting, pushing, pulling, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and

analyzing written or computer data, operation of machines, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

The ability to work with little supervision and carry out assigned duties in a responsible, honest manner; effective oral and written communication skills; ability to handle typical and crisis situations efficiently and effectively; ability to perform simple mathematical calculations; must be available for shift work; must be able to physically stand, walk or patrol the majority of their shift.

QUALIFICATIONS:

Minimum HS diploma or GED. Previous experience in the security field is preferred; or any equivalent combination of education and experience which provides the required knowledge, skills and abilities. Applicant must be in possession of a valid Delaware driver's license and a clean driving record; must not be convicted of a felony; must have a valid phone number; must pass a pre-employment drug test.

Revised 11/2012